



## DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

### FREDERICK COUNTY, MARYLAND

520 North Market Street • Frederick, Maryland 21701  
301-600-1061 • FAX 301-600-3585 • TTY Use Maryland Relay  
[www.FrederickCountyMD.gov/housing](http://www.FrederickCountyMD.gov/housing)

### **HOUSING CHOICE VOUCHER (SECTION 8) PORTABILITY PROCEDURES**

**Portability:** The ability of a family to move with its Housing Choice Voucher/Section 8 tenant-based assistance from the jurisdiction of one public housing authority (PHA) to that of another.

#### **THE PORTABILITY PROCESS:**

**Step 1:** Notify your home agency that you wish to Port –Out. Complete their process to do so; it may require you to complete a recertification and you will be given a voucher. Make sure that your home agency provides us with your contact information (address/phone).

- The home PHA can fax/followed by mail or mail your portability papers to our agency.

**Step 2:** Contact Frederick County Dept. of Housing to verify that your portability papers have been received.

**Step 3:** Once we receive your portability papers, we will mail you a New Admission packet, consisting of an Affidavit of Rental Assistance Benefits, Background Investigation Consent Form, Privacy Act Notice and Authorization for Release of Information.

**Step 4:** Return the completed packet to our office. We will review the paperwork and contact you for an appointment once preliminary checks have been completed. At this appointment, we will gather the following information: income & asset verification, social security cards, birth certificates and citizenship forms. You will receive a program briefing, complete all the necessary paperwork, and will be given a voucher and a landlord packet.

*If you are 15 minutes late for your appointment, you will not be seen.*

**Step 5:** Locate a unit within Frederick County and return the completed landlord packet to our office. The inspection can take up to 2 weeks. We do not provide "Rush Inspections" and we do not pay your security deposit.

*You can log onto [www.mdhousingsearch.org](http://www.mdhousingsearch.org) for a list of landlords as well as looking at the local newspapers. If you need help with the web site, you can call toll free 877-428-8844.*

#### **Current Payments Standards: 2010-2011**

<b><u>1 Bedroom</u></b>	<b><u>2 Bedroom</u></b>	<b><u>3 Bedroom</u></b>	<b><u>4 Bedroom</u></b>
<b>\$1,195</b>	<b>\$1,355</b>	<b>\$1,749</b>	<b>\$2,288</b>

#### **THINGS TO REMEMBER:**

- Check if Frederick County will absorb your voucher or bill your current agency.
- Payment standards include allocations for both your rent and utilities. You are NOT allowed to pay any difference or other payment to the landlord.
- We cannot advise if a particular unit is going to work financially until we receive a completed landlord packet (Request for Tenancy Approval).
- We will determine your bedroom size based on MD State Admin Plan and HUD Regulations (*ex: boy and girl under 5 and/or children of same sex will share a room*)

**For questions relating to portability, please contact:**

**Bill Kitchin**  
Rental Housing Specialist  
301-600-3532 Phone  
301-600-3585 Fax  
[wkitchin@FrederickCountyMD.gov](mailto:wkitchin@FrederickCountyMD.gov)

**Mary Beth Johnson**  
Rental Programs Coordinator  
301-600-1062 Phone  
301-600-3585 Fax  
[mbjohnson@FrederickCountyMD.gov](mailto:mbjohnson@FrederickCountyMD.gov)